



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

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MINUTES

Thursday, September 10, 2015

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Mitzi Garcia-Weil, Recreation Commission

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

John Neyland, Agricultural Com

Dennis Reip, Conservation Com

John Rosamond, Finance Com

Ron Vogel, Housing Board

MEMBERS ABSENT: Alan Rohwer

OTHERS:

Susan Bak, Board of Selectmen

Selina Shaw, Town Administrator

R. (Al) Murphy, Housing Board

Michael Fetterman, Housing Board

David Lindberg, Building Inspector & Code Enforcement Officer

HANDOUTS (in addition to agenda and minutes of 8/6):

- The Secretary of the Interior's Standards for Rehabilitation
- CPC Application Procedures for CPA Funding
- Community Preservation Plan 2016 (VERSION: August 21st)
- CPA Project Signs Update
- CPC 2015-2016 Timeline
- CPC: Step One Application

8:01 Meeting called to order by chair Owen Neville

MINUTES:

1. **Review and approve minutes** of August 6th meeting: Rita moved and Ron V. seconded to approve; passed unanimously.

2. **Guidelines for Submission:**

- a. Favorable review of this version, however, discussion of nomenclature concerning Step 1 and Final Application;
- b. Decided labels as follows with nomenclature changes to be done to text of procedure:
 - i. Step 1: Preliminary Application
 - ii. Step 2: Final Application

3. Discussions / Q&A with potential applicants and interested parties

- a. Owen addressed guests noting that the Application Procedure is valid as written independent of editorial changes for section names
- b. Clarified CPA timelines and uses:
 - i. Open Space and Recreation
 - ii. Community Housing
 - iii. Historic Resources
- c. Owen emphasized the need to adhere to timeline in order to be considered for this year's ATM
- d. Hugh questioned proposed project budgets and forecasted accuracy given the timeline and how these change. David Lindberg stated that the Town must follow state guidelines for getting bids. Dennis suggested it's better to over-estimate to avoid inadequate funding. If money not spent, does stay in CPA funds.
- e. Selina suggested that a project could have preliminary approval knowing that the final price will be confirmed in time for ATM; Selina clarified bid process and revision options and issues.
- f. Consensus that firm estimate of cost and requested amount should be submitted on January 7th for this year's timeline.
- g. Clarified that multi-year projects could be done in separate requests per year, or one request that would span more than one year.
- h. HOUSING: Al Murphy described a continuous rental voucher program for very low income families proposal being considered based on comparable programs in other towns. He noted that often these very low income families' needs are not necessarily addressed by 40B projects. Also described a self-sufficiency component to the program.
- i. HISTORIC: David Lindberg said that the Grange Hall renovation is being reconsidered as a comprehensive proposal.

4. Project signage:

- a. Owen clarified that CPA signage would be used for works in progress.
- b. Owen asked when the sign will be needed for current project, Steele Farm.
- c. Proposed sample discussed and colors determined as follows:
 - i. White background;
 - ii. Dark blue lettering
 - iii. Town seal will be in color consistent with seal on Town flag
- d. Dennis moved that Alan Rohwer be authorized to purchase one sign not to exceed \$50. John N. seconded. Discussion clarified that these signs are durable, re-usable, corrugated plastic. Unanimously approved.

5. Community Preservation Plan

- a. Reviewed draft version Aug. 21st which includes Aug. 6th meeting edits.
- b. Recreation Commission meeting of Sep. 8th produced a Recreation plan of 7 goals for the plan; copy of this forwarded to Adam for inclusion in the draft.

- c. Rita suggested the draft plan be shared with CPCoalition for their suggestions or feedback, if any. Owen will follow up with Adam to see that this is accomplished once tonight's edits included.

6. Other

- a. Town has paid Boxborough's membership fee to Community Preservation Coalition
- b. Rita noted that the CPCoalition will be celebrating its 15th anniversary at the Massachusetts State House on October 6th at 10:30am. See CPCoalition web site to RSVP.
- c. Owen read invite for the Town's volunteer thank you event on Saturday, Sept. 19th.

Next meeting: October 1st at 7:30PM.

Adjourn (8:50PM): Rita moved; Dennis seconded to adjourn; unanimous.

Respectfully submitted,

Rita Gibes Grossman, Clerk